



**Saint Ignatius' College
Junior School**

**OUT OF SCHOOL
HOURS CARE**

Family Handbook



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*Saint Ignatius' Junior School
62 Queen St, Norwood SA 5067
Ph 8130 7113*

BACKGROUND

Philosophy

The Saint Ignatius' College OSHC program embraces the Ignatian ethos and seeks to treat all students with *cura personalis*, or individual care. We aim to educate the whole person so that our students grow to become young men and women for others.

Our goal is to provide quality childcare in a safe, friendly environment that meets the needs of all children, parents and the community. Our program aims to treat each child as an individual, fostering curiosity, initiative and self-esteem.



We provide challenging, interesting, fun, age-appropriate and inclusive experiences reflecting the needs and cultural diversity of the community. Our program is responsive to the children's suggestions and is based around their interests. We embrace the multicultural society in which we live in and encourage others to share their customs and traditions within the OSHC program.

We recognise the value of establishing strong partnerships with families, developing a genuine sense of community. We understand the importance of incorporating the views of parents/guardians, children, staff, management and volunteers within our program and encourage participation and feedback from these stakeholders to assist with future improvement plans.

The OSHC staff are passionate about offering high quality care to the children and their families. Staff aim to further their knowledge in the education and care sector through professional development and child related studies.

History of the Service

The Saint Ignatius' College OSHC program was established in 1996 and provides care for school-aged children. The service operates under the umbrella of school council. In 1999 the OSHC program was granted Government Funding for 100 After School Care places and 30 Before School Care places. The service is compliant with the Education & Care Services National Regulations, under the Education & Care Services National Law.

Service Policies and Procedures

The OSHC Service has a Policies and Procedures book for educators and families to refer to. This is available for parents to read, as it is important that all families are familiar with our policies. The Policies and procedures are revised and updated regularly by all educators. If you have any input, please notify the Director. A variety of community brochures are also available in the front display racks.

Management Structure

A Management Committee consisting of the Business Manager, Head of Junior School, OSHC Director, OSHC Assistant Director and the College Accountant runs Saint Ignatius' College OSHC. This committee is a sub-committee of the school council and meets regularly. The committee is responsible for making policies, setting fees and ensuring the quality of the childcare provided meets National Standards.

OSHC Staff

The Director, Toni Carey is responsible for the day to day operation of the service. There are many facets to this role however some of the duties include preparing and implementing children's programs and service Quality Improvement Plans; overseeing children's well-being and managing behaviour; enrolments, bookings and accounts; maintaining resources and equipment; monitoring the budget; directing educators; and reporting to the College Principal and Business Manager.

The Assistant Director, Alana Siciliano supports the Director in all of the above-mentioned aspects of the program, as well as running activities for the children on a daily basis.

Other educators are employed on a casual basis to support the Director and Assistant Director with the provision of the children's activities, behaviour management and maintaining a high standard of care for all children. Casual workers are employed to maintain staff/child ratios of 1:15 daily. Educators work between 2-5 days each, which enables them to build relationships with families.

Hours and Location of Operation

Morning	7.30am - 8.30am
Afternoon	3.15pm - 6pm
Pupil Free Days	7.30am - 6pm

Selected Pupil Free days are offered throughout the year



Operational Profile

The OSHC program operates from Saint Ignatius' College Junior School daily during the school term only. Care is provided on selected Pupil Free Days throughout the year, plus five days at the end of Term 2 and Term 4. A program of activities and consent forms are available prior to these days and a minimum of 20 children is required for the days to proceed. Risk assessments are carried out for incursions/excursions and available for parents to view on request.

The OSHC Program is located within the Holy Family building at the western end on the ground floor. The room is also known as the JP Activity Room. We regularly use the blue carpet area, computer room, JP & Primary playgrounds and oval. Sometimes we use the hall, sandpit, tennis courts and visit the OSHC garden and Ignatius Early Years creek bed. All areas used by the children are supervised at all times.

Enrolment

The program is open to children aged between 5-14 years of age. An enrolment form is required for each family and is available from the Out of School Hours Care Program, College Website or the Front Office. All families who wish to use the program are required to complete an enrolment form prior to commencement at OSHC. These will be checked annually with the Director to ensure all information is current. Every two years all families are required to complete a new enrolment form. Please advise the Director of any changes to the information on the enrolment form, as necessary.

Registration Fee

A \$26 annual registration fee per family is payable before the family commences in the program. This entitles the family to use Before School, After School and Pupil Free Days.

Before School Care Fee

7.30am - 8.30am \$10.00

After School Care Fee

3.15pm - 4.30pm \$20.00

3.15pm - 6.00pm \$25.00

Pupil Free Days

7.30am-6pm \$70.00



Casual users are required to pay on the day of care. Permanent users will be issued with a weekly account, which is available from the accounts folder, located in the OSHC room. Fees are strictly payable within 7 days of the account being issued and can be paid to the OSHC staff during operating hours or via the front office in a named, sealed envelope. Outstanding accounts must be settled at the end of each term.

Payment methods include EFTPOS, cash or cheque. You can make an over the phone credit card payment or cheques can be made payable to Saint Ignatius' College OSHC. Parents are encouraged to pay in advance for care.

Credit and Eftpos facilities are available.

**Fees are subject to change*

FEES

A friendly reminder will be given for late accounts. When accounts remain outstanding they may result in withdrawal of your child's enrolment until payment has been received. If you are experiencing financial difficulties, please see the **Business Manager**. All matters will be handled in the strictest confidence.

Fees are renewed on an annual basis

Late Fee

A late fee of \$20.00 per 15 minutes will be charged for children who are collected after 6.00pm. Please remember the After School Care service is required to have two educators in attendance even when only one child is present.

Late-cancellation fee

A \$10.50 late-cancellation fee will be charged for any bookings not cancelled before 10am on the day of care.

Short stay fee

School policy states that all children must be collected from school by 3.35pm and that those children still remaining must be accompanied by the teacher on duty to OSHC. An \$8.00 short stay fee will be charged for any child who has not been picked up from school on time and is sent to the OSHC program. After 3.45pm the first session fee of \$20.00 may be charged if the child has still not been collected.

Absence from the Program

To ensure the safety of your child and to assist in the smooth running of the program, it is extremely important that you notify the program in the event of their absence. If notice is not received, we will attempt to contact you to ensure that your child has been collected from school. An answering machine is in operation when staff are not present, so you may leave a message at any time of the day or night. Again, if notice is not given by 10am the \$10.50 late cancellation fee applies.

Late Pickup

All children must be collected by 6.00pm sharp.

When a child is left after 6.00pm staff will:

- Contact the parent/guardian
- If the parent/guardian is unavailable, the nominated emergency contact person will be called to make alternative arrangements for collection
- If steps 1 and 2 have been unsuccessful, the Director will contact Crisis Care who will work with the local Police to locate the parent/guardian

Bookings/Cancellations

Bookings and cancellations can be made directly through the OSHC program.

The phone number is **8130 7113**.

The OSHC program has an answering machine allowing parents to make bookings out of hours. An OSHC educator will inform children who are unaware of their booking that day at 3pm.

Bookings can be made on a permanent or casual basis.

Co-curricular Activities

Many children have co-curricular activities immediately after school. Please inform the OSHC educators of your child's co-curricular program and the changes that may occur each term.



Child Care Benefit (CCB)

The rate of Child Care benefit is based upon the family's income. If you wish to apply for Child Care Benefit you must do so through **Department Human Services (DHS) (Phone 13 61 50)**

If the answer to any of the following questions is 'YES' you will need to inform the Director of this information. You could be eligible for a multiple child care rate which may increase the amount of Child Care Benefit you will receive.

- Do you have a child attending this service who has already attended another approved childcare service in the current financial year?
- Do you have a child attending this service who is also attending another approved childcare service?
- Does your child have a sibling listed on the assessment notice that is attending another approved long day care, family day care, or specialised outside school hours' care service?

To be eligible for Child Care Benefit families must:

- meet residency requirements
- comply with immunisation requirements, and
- have at least one dependant child who will attend or is attending a Commonwealth approved childcare service.

Child Care Benefit is not payable until the program receives a separate Customer Reference Number (CRN) for parents and each child, plus individual date of births.

Child Care Rebate (CCR)

All working families are entitled to the Governments 50% rebate for all out of pocket child care expenses. Please supply CRN's and D.O.B for this entitlement.

Remember our program's name with the Department Human Services is 'Saint Ignatius' College OSHC'. We are an 'Approved' service for Before and After School Care.

Access

The program is available to all members of the community. Care is available for children of school age 5 - 14 years and priority will be given to the students of Saint Ignatius' College.

Priority of Access

Priority One -

a child at risk of serious abuse or neglect, if a vacancy exists.

Priority Two -

a child of a single parent who satisfies, or if parents who both satisfy, the work/training/study test under section 14 of the Family Assistance Act, if a vacancy exists.

Priority Three -

any other child, if a vacancy exists. Placement is given to children with special needs utilising Inclusive Directions.

Signing in and Out

Parents **must sign** their children in to the **program each morning and out each evening**. Please inform an educator that you are collecting your child or children.

The Federal Government has stated that this is mandatory as parents are handing over duty of care to our program. It is also important that parents do this so that educators can communicate any changes, which may occur during the day, as well as ensuring the safety of your children. We also display notices on our communication board near the sign-in sheets. **Children are not permitted to enter or leave the program** on their own. If your children are to be collected by anyone other than those listed on your enrolment form, please send a note or call the program. We are not able to release children into the care of any unauthorised person.

School policy states that any child on school grounds prior to 8.15am and after 3.35pm will automatically be booked into the OSHC program. Fees will apply as per fee schedule.

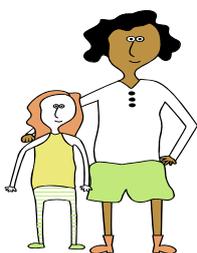
Programming and Activities

The program aims to provide age/stage appropriate activities which promote leadership, responsibility, creativity and self-esteem within each child. Activities offered include art, craft, sport, cooking, music, construction, painting, board games, drama, science experiments, computing, multicultural experiences, group games and so on!



Educators plan activities based around children's interests and developmental stages of learning, which is then connected to the learning outcomes for children outlined in the "My Time, Our Place" Framework for School Age Care. A copy of this is located on the OSHC notice board, if you wish to have a read.

A detailed program of activities is written weekly and displayed on the notice board outside the OSHC room. Please take time to look at our program so you have an idea of what your child had the opportunity to participate in on the day. Children's input is encouraged and a suggestion box is located in the OSHC room for their ideas. Parents are also encouraged to make suggestions through this system. The OSHC educators regularly brainstorm ideas/themes/wish lists with the children. This assists with the purchasing of materials and the planning of activities for all aspects of the program.



The OSHC program has introduced an outdoor exploration element to the After School Care program, to enhance outdoor play and nature experiences for our children. On occasions the OSHC children will have the opportunity to explore the Ignatius Early Years creek-bed with an OSHC educator in a small group. The benefits of this experience are numerous! A consent form is attached to the enrolment form so that your child may participate. Please notify an educator if you DO NOT wish for your child to take part. A risk assessment has been carried out for this experience and available on request.

Parental involvement is always welcomed. Please let the Director or other OSHC educators know if you have any skills or time you are willing to share with the children in the program.

The OSHC program is required to meet National Quality Standards set out by the Australian Children's Education & Care Quality Authority (ACECQA). The National Quality Framework (NQF) includes seven Quality Areas and the program is assessed and rated in line with these. There are 5 rating levels including *Excellent* (via an application process), *Exceeding National Quality Standard*, *Meeting National Quality Standard*, *Working Towards National Quality Standard* and *Significant Improvement Required*.

If you wish to find out more information about the NQF and how it affects you and your child, visit the Australian Children's Education and Care Quality Authority (ACECQA) website. www.acecqa.gov.au/families. Alternatively a display board is

- Medication must be in the original container with the child's name, date, description of medication and dosage

The staff responsibilities

- Only the Director, Assistant Director or senior qualified educator will administer the medication
- The times and doses of all medication administered will be recorded on the Medication Sheet
- All medication will be stored appropriately



Health Support Plans

Any child attending the program who suffers with an allergy or medical condition is required to supply a current health care plan before commencement. These plans will be kept on file and with the child's medication at the front office. All educators are made aware of necessary information and children's privacy will be maintained at all times. Medications will be transferred from the front office to OSHC daily and returned each morning.

Immunisation

Please be aware: To be eligible for Child Care Benefit children under the age of 7, who were born on or after 1 January 1996, must have received up-to-date vaccinations for a child of that age or an exemption.

The Department Human Services (DHS) will check that all children under 7, for whom childcare assistance is being paid, have met immunisation requirements. If you have any queries or concerns regarding this matter, please contact the DHS (**Phone: 13 61 50**).

Illness and Accident

As we are obliged to comply with Australian Government guidelines concerning infectious diseases and exclusion practices, children who are suffering from a contagious disease will not be able to attend the program. See service policies for further information regarding exclusion.

In the event that a child becomes unwell while at the O.S.H.C program the parents/guardian or emergency contacts will be advised and asked to collect the child as soon as possible. Unfortunately, the O.S.H.C service does not have the facilities or extra staff required to care for sick children; however, the child will be comforted and cared for until they are collected.



Accident Procedures

In the event of an accident educators will administer first aid in accordance with first aid training principals. It is a requirement that at least one educator present in OSHC holds a current first aid certificate and an Asthma & Anaphylaxis management certificate.

In the event of a minor accident:

The attending educator reports the incident in the Accident/Injury folder, which is signed by the parent/caregiver, on collection of the child

In the event of a serious accident:

S.A Ambulance Service (SAAS) will be contacted to transport the child, with a senior educator, to the appropriate medical facilities, which will be determined in negotiation with the parent and SAAS advice. A critical incident report will be completed, signed by the parents and sent to the Education & Early Childhood Services Registration & Standards Board of SA (EECSRSB).



In the event of an accident, parents will be notified as soon as possible.

Evacuation and Emergency Procedures

An evacuation procedure is in place within the OSHC service and practiced with the children regularly. On hearing three blasts of 'the whistle' the children make their way to the designated safe area accompanied by educators where the role will be called. They will remain within the safe area until the all clear is given.

The Director will take the attendance role, mobile phone and Family Address Listing book; the Assistant Director will take the First Aid Kit and check the toilets.

In the event of a dangerous situation occurring outside of the building, a Lockdown will occur. This is also practiced with the children regularly. On hearing the air horn blast, children will be taken inside where the role will be called and the Director will phone for help. Children will remain accompanied by educators and kept calm until the all clear is given.



Provision for Special Needs

The program is open to those children with special needs. There is provision for two children per day and funding is available through Inclusive Directions to support the inclusion of your child in our program. Please see the Director for further information.

Photos & Video Recording

Photos and video footage may be taken of your child's participation within the OSHC program and displayed at the service and within the College. Both form an important part of your child's sense of belonging within the program and are an essential documentation tool. Please see the Director if you do not want your child photographed or filmed.

Parent Involvement

We appreciate and encourage parent's involvement and support.

This could be:

- Volunteering to run an activity as a special guest at the service
- Contributing ideas or resources such as craft and other materials

Parents are asked to:

- Collect children on time

- Pay fees on time
- Contact the Director regarding the physical and emotional well being of your child/ren and of their attendance
- Become familiar with OSHC policies and procedures

A "Feedback Book" is available and all families are encouraged to add any comments/feedback. "Parent Surveys" may also be distributed and both avenues of communication form a vital part of our continuing improvement plans for the future.

Please help us to provide the best possible care for your child.

Toilet

Toilet facilities are located near the outside blue carpet area. All children are required to notify an educator when they need to go to the toilet. A buddy system is also in place at all times. From 5pm an educator will accompany all children.

Videos

PG movies may be shown during OSHC and Pupil Free Days. Please see the Director if you wish to see the titles of these movies or if you would rather your child did not view these.



Missing Child

If a child who is booked in to After School Care does not arrive, the following steps are taken:

- The Director will ask the children present if they have seen the child
- The school premises will be checked
- The front office staff and class teacher will be contacted for any information regarding the child
- If this is unsuccessful the child's parents/guardian will be contacted
- If the child remains missing the Police will be contacted.

Behaviour Management

The children are required to follow the OSHC Program rules and the school ethos. A Behaviour Management Plan similar to that practised by the Junior School operates within the service.

If a child displays inappropriate behaviour the following steps are followed by educators:

- Step 1** Child issued with a verbal warning card
- Step 2** Child issued with a warning card 1
- Step 3** Child issued with a warning card 2
- Step 4** Thinking sheet
- Step 5** Room 62/Getting Along Room
(Lunch time detention)



Children in the program are expected to behave with the same courtesy and consideration for others, as they would during the school day. Should any serious misbehaviour occur, the Head of Junior School will be informed and appropriate action will follow. Parents will be notified by the Director if this occurs and the place of your child in the program may be suspended indefinitely or permanently.

Any child displaying disruptive behaviour or jeopardising the welfare and safety of others will have their parents notified and/or their enrolment reconsidered by the Head or Deputy Head of the Junior School.

Parent Grievance Procedure

A grievance policy is in place within the OSHC service. If a family member has a grievance about the OSHC service, they should initially speak to the Director at an appropriate time. The Director aims to be available at all times however please be understanding as an immediate response may not be possible due to the busy nature of the afternoon program.

If the matter cannot be resolved it will be referred to the Principal or Deputy Principal of the Junior School or the Business Manager of the College.

Revised November 2015

